

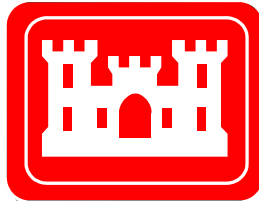
SOUTH PACIFIC DIVISION

CIVILIAN DEPLOYMENT

PRE-DEPLOYMENT

CHECKLIST

UNITED STATES ARMY CORPS OF ENGINEERS



**U.S. Army Corps of Engineers
South Pacific Division
333 Market Street
San Francisco, CA 94105**

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Pre-deployment Packet

Pre-deployment Packet

The South Pacific Division Civilian Personnel Advisory Center (CPAC) or Emergency Management Office will provide a deployment package to the deploying individual. The CPAC Team Chief or Representative and the appropriate EOC representatives will include the required documents and tailor the packets to fit each particular deployment as necessary.

Upon completion of the required documents identified below, a copy will be retained in the CPAC file and a copy forwarded to the Central Processing Center or the CRC if activated. These sites will validate the completion of the requirements and provide the individual with a copy to take to the personnel support activity in the theater of operations.

REQUIRED DOCUMENTS:

- Signed Statement of Understanding
- Civilian Employee master Record, Print out from MDCPDS
- Civilian Individual Readiness Processing (IPR) Qualification Checklist
- Copy of TDY Orders
- DD Form 93, Record of Emergency Data
- DD Form 2362, Emergency-Essential Position Agreement
- DA Form 8007, Individual Medical History
- DA Form 4036-R, Medical and Dental Preparation for Overseas Movement
- DA Form 3645 (Organization Clothing and Individual Equipment Record)
- Panograph x-ray (Panorex) and / or DNA record (when available). Only one copy of the Panorex will be made and it will be included in the copy of the Deployment Packet that is maintained at the home district CPAC or by the deploying person's immediate supervisor if there is no district CPAC.

REFERENCE:

AR 600-8-101, Personnel Processing, (In and Out and Mobilization Processing)

Appendix A - Pre-Deployment Checklist

Appendix A Pre-Deployment Checklist

- 1. The following items will be issued, as required, at the CRC and returned to the CRC after completion of deployment:**
 - a. Mission Oriented Protective Posture Clothing and Equipment:**
 - Protective Mask and Optical Inserts
 - Over garments, Chemical (Proper size required)
 - Hood, Protective Mask
 - Overshoes
 - Gloves with Inserts
 - b. Battledress Uniform (2 pairs) (Desert, if required and available)**
 - Coat
 - Trousers
 - Hat
 - Boots (2 pair)
 - c. Individual Equipment:**
 - 2 ea- Canteens
 - 1 ea- Belt
 - 1 ea- Duffel Bag
 - 1 ea- Poncho
 - 1 ea- Sleeping Bag
 - 2 ea- Blankets
 - 2 ea- Waterproof Bags
 - 1 ea- First Aid Case
- 2. Pre-deployment Packet**

Prior to deployment, CPAC or Emergency Management Office will provide a pre-deployment packet. The contents are described above in the section on pre-deployment packets.

- 3. Other required items and tasks that must be accomplished prior to deployment:**
 - **Civilian I.D. Card**
 - **Dogtags (2 ea.)**
 - **Passport(s)**
 - **Visas (if required)**
 - **Shots and Medical Records**
 - **Physical**
 - **Geneva Convention Card (DD Form 489 or DD Form 2764)**
 - **DOD/Uniformed Services Identification and Privileges Card (DD Form 2765)**
 - **Weapons/Sidearms Required Training (If the in-theater commander authorizes, and the civilian has received appropriate weapons familiarization training, and the civilian employee agrees to accept weapon.)**
 - **DNA Sampling (if required)**
 - **HIV testing (if required by the host country which being deployed to)**
 - **Government BofA VISA travel card (ensure account is active/current review for sufficient cash/credit limit review for split-disbursement authorities in CEFMS)**
 - **Obtain PIN to access MyPay account to view Leave & Earnings Statement online**
 - **Review Direct Deposit information for pay with DFAS and travel reimbursements with USACE Finance Center**

- 4. Recommended Items:**
 - **Personal Will**
 - **Power of Attorney**
 - **Telephone Calling Card**
 - **Government Issued Credit Card**
 - **Personal Medication – 90-Day Supply**
 - **Extra Pair of Glasses**
 - **Glasses Repair Kit**
 - **Disposable Razors/Shaving Kit**
 - **Personal Hygiene Items (toothpaste, deodorant, etc.)**
 - **Zip Lock Bags in Various Sizes**
 - **Towels and Wash Cloths**

- **Shower Shoes**
- **Underwear – (Enough for 2 weeks)**
- **Radio (battery powered) FM or Short Wave**
- **Alarm Clock (battery powered)**
- **Socks**
- **Soft Shoes (if required for job)**
- **Sewing Kit**
- **Sun Glasses**
- **Stationery and Stamps**
- **Extra batteries for radios, hearing-aids, games, clocks, and watches.**

Appendix A

- **Extra Civilian Clothing - Approximately 5 sets 2 casual, 3 for work.**
- **Blank Checks - Banking facilities may/may not be available. Credit services will be available on a limited basis.**

Note: Appendixes A and B are not all inclusive. They represent those significant actions that should be accomplished prior to deployment.

Appendix B - Civilian Checklist

<u>Items/Tasks Completed</u>	<u>YES</u>	<u>NO</u>
Uniforms Received		
Individual Chemical Equipment		
Pro-mask optical inserts		
MOPP training		
Passports (Official/Tourist		
Visas (if required)		
Shots and Medical Records		
Physical		
DNA Sampling (if available)		
Dental Panagraph		
HIV Testing (optional, unless required by host nation		
Dog Tags (2 ea.)		
Emergency-Essential Position Agreement signed DD 2365		
Geneva Convention Card/ Uniformed Services Identification and Privileges Card (DD Form 2764) –OR--		
DOD/Uniformed Services Identification and Privileges Card (DA Form 2765)		
Weapons/Sidearm Authorization		
Weapon Issued (as appropriate)		
Weapon Training (as appropriate		
Statement of Understanding		
Personal Will		
Powers of Attorney		
Telephone Calling Card for AOR		
Government Issued Credit Card		
Personal Medication (90 Days)		
Extra Pairs of Glasses		
Reviewed/Updated Life Insurance		
Review/Update beneficiary forms (life insurance, TSP, retirement, and Unpaid Compensation		

Appendix B
Pre-Deployment Checklist

Appendix B - Civilian Checklist

(Continued)

Registered in CivTracks		
Registered in AKO		
Registered in Englink		
PIN set up to access My Pay Account (to view LES)		
Reviewed Direct Deposit information for pay with DFAS		
Reviewed Direct Deposit information for travel reimbursements with USACE Finance Center		

**Appendix B
Pre-Deployment Checklist**

Appendix C - Emergency Points of Contact

Office Supervisor:

Phone No. _____

Civilian Personnel Advisory Center:

Phone No. _____

Emergency Operations Center:

Phone No. _____

Spouse's (or next of kin) Home:

Home phone No. _____

Work phone No. _____

Cell phone No. _____

Appendix C
Emergency Points of Contact

Appendix D

FAMILY CHECKLIST

There are things that a family should check on and know about before an individual deploys anywhere.

Medical

- ☐ **Are immunizations for each member of the family up to date?**
- ☐ **Where are the health and dental records for each member of the family?**
- ☐ **Who is contacted if medical assistance is needed?**
- ☐ **Where are your medical insurance policies?**
- ☐ **Are family members briefed on procedures for filing medical insurance claim forms?**

Finance

- ☐ **Will there be money immediately available on a continuing basis during your absence?**
- ☐ **Is there an allotment to be sent to the family or bank, or have you initiated direct deposit?**
- ☐ **Will the allotment or direct deposit provide for all the necessities to maintain a household?**
- ☐ **If the family plans to move away from the area during the deployment, is there money for this move?**
- ☐ **What types of accounts does the family have and with what banks?**
- ☐ **Where are the bank books and account numbers?**
- ☐ **Does the family have a safe deposit box? If so, where are the box and key located?**

_____ **Are all credit card numbers written down and in a safe place? What are the companies' numbers and addresses in case of loss or theft?**

_____ **Is your spouse prepared to take complete control of the bank accounts?**

_____ **What payments must be made and to whom (account number, address and phone number) for:**

- (1) Mortgage/Rent**
- (2) Telephone**
- (3) Water and sewage**
- (4) Electricity**
- (5) Trash**
- (6) Insurance**
- (7) Taxes**
- (8) Gas (Home heating/cooking)**
- (9) Credit cards**
- (10) Other debits (auto payments, furniture, etc.)**
- (11) Childcare**
- (12) Investments**

_____ **Who is contacted and how long does the family wait if the allotment or direct deposit doesn't arrive?**

- (1) Give the check three or four days to arrive after the normal time; then,**
- (2) Contact the civilian pay section of the nearest Army installation if the check still has not arrived.**

_____ **Do U.S. Savings bonds have payable on death (POD) designation?**

Transportation/Automobile

_____ **Is your spouse familiar with the maintenance and other responsibilities of the automobile?**

_____ **What is the name and address of the company holding the lien?**

- _____ **Where is the vehicle's title? Is the registration or a copy in the vehicle? Is it in both names?**
- _____ **Is the vehicle insurance in the car with the registration or a copy of the registration?**
- _____ **Is your spouse insured to drive the vehicle?**
- _____ **When is the renewal date for the license plates and safety inspection?**
- _____ **Does your spouse have a valid driver's license and when does it expire?**
- _____ **Is a duplicate set of keys available? Where?**
- _____ **Is your spouse able to make emergency repairs on the car if the situation arises (overheating, flat tire, dead battery, etc.)**
- _____ **If your spouse doesn't have a vehicle or is not licensed to drive, what transportation arrangements have been made?**
- _____ **Who can be called for emergency transportation?**

Housing

- _____ **Does your spouse know where and how to use the following:**
 - (1) **The electrical control box (fuse/circuit box) to include replacing the fuses when required?**
 - (2) **The water control valve for shutting off the water in case of an emergency (broken or leaking pipe)?**
 - (3) **The gas control valve for shutting off gas in case of an emergency (leaking pipes or a fire)?**
 - (4) **The name and telephone number of someone to call in case repairs are needed?**

___ Does the family have a duplicate set of house keys?

___ Does your spouse know where warranties/service contracts are kept on all major appliances?

Legal/Administrative

___ Does your spouse have power of attorney to take necessary action on important family matters in your absence or on any special situation which might arise?

___ Have you made provisions for unresolved matters (e.g., pending adoption, property settlement, etc.)?

___ Where are the powers of attorney kept?

___ Does the family have a copy of everyone's birth certificate?

___ Does your spouse have a copy of your marriage certificate?

___ Does your spouse know your social security number?

___ Are there copies of any adoption papers, divorce decrees or court orders awarding custody of children? If so, where are they kept?

___ Are provisions made for guardianship of minor children?

___ Does everyone in the family above age 2 have a social security number?

___ Does your spouse have copies of federal and state tax records?

___ Where are the insurance policies kept?

___ Are family members aware of government benefits/entitlements?

- _____ **Does your spouse know where the stocks, bonds, or securities are kept?**
- _____ **Does your spouse know where any deeds of land the family owns are?**
- _____ **Have you prepared an inventory of all personal and real property assets?**
- _____ **Are all important papers safeguarded?**
- _____ **Do both you and your spouse have up-to-date wills?**
- _____ **Do you have a burial plan? What family members/close friends are aware of your wishes?**
- _____ **Checklist of important documents that should be available during your absence:**

- (1) Marriage certificate**
- (2) Divorce decrees**
- (3) Automobile tag/registration**
- (4) Wills/burial plan**
- (5) Powers of attorney**
- (6) Insurance policies (auto, life, home, health, etc.)**
- (7) Adoption papers**
- (8) Letters of naturalization**
- (9) Passports**
- (10) Immunization records**
- (11) Bank books, savings accounts, credit union accounts, loan accounts**
- (12) Copy of housing lease/mortgage**
- (13) Stocks, bonds, and other securities**
- (14) Credit cards, installment contracts, debts, and bills of sale**
- (15) Federal and state income tax records, real estate and personal property tax records**
- (16) A recent standard form 50 from your employment records**
- (17) Federal benefit beneficiary forms**

The families of deployed civilians should always know emergency telephone numbers for the ambulance, police, fire department, poison control center, and family practice clinic or doctor. They should also know your specific work organization, your supervisor's phone number, and the name and phone number of the Family Support Representative assigned by your District.